

# Retention and Classification Report

**Agency:** Nephi (Utah) (690)

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Nephi, UT 84648  
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**Records Officer** Tiffany Lund

85017	City Council minutes
84604	Incident reports
84605	Minor case dispositions report
84606	Officer's daily logs
84607	Officer's patrol car mileage logs
13106	Ordinances

**AGENCY:** Nephi (Utah)

**SERIES:** 85017

4

**TITLE:** City Council minutes

**DATES:** i 1889-

**ARRANGEMENT:** Chronological according to date of entry.

**DESCRIPTION:**

The city and town council minute book was created as the official record of the city council meetings. Handwritten entries were usually made by the city clerk in meetings that were held on a regular basis. Special meetings were scheduled as needed. Typical entries contain information about budgeting and finance; city ordinance; business and professional licensing procedures; police activities; and improvements in public service such as street repairs.

**RETENTION AND DISPOSITION AUTHORIZATION:**

These records are in Archives' permanent custody.

**AUTHORIZED:** 11/25/2014

**FORMAT MANAGEMENT:**

The retention and disposition information on this schedule applies to the record copy which can be in any format. The record copy can include different formats. Format management information provided here is for the purpose of managing records that are being either stored by or transferred to Utah State Archives.

Paper: Retain in Office permanently or until administrative need ends and then transfer to State Archives.

Microfilm master: Retain in State Archives permanently with authority to weed.

Microfilm duplicate: Retain in State Archives permanently with authority to weed.

**APPRAISAL:**

**AGENCY:** Nephi (Utah)

**SERIES:** 84604

3

**TITLE:** Incident reports

**DATES:** 1970-

**ARRANGEMENT:** numerical by case number

**DESCRIPTION:**

These reports document police calls which required additional investigation or follow-up. This record includes type of crime, name, date of birth, address, phone number, premises where offense was committed, point of entrance, type of property, tools, weapon or means used, vehicle used, date of crime, crime classification, day and time occurred, location of incident, officer's name, badge number, and case number.

**RETENTION AND DISPOSITION AUTHORIZATION:**

These records are in Archives' permanent custody.

**APPROVED:** 08/1985

**FORMAT MANAGEMENT:**

The retention and disposition information on this schedule applies to the record copy which can be in any format. The record copy can include different formats. Format management information provided here is for the purpose of managing records that are being either stored by or transferred to Utah State Archives.

Paper: Retain in Office for 3 years and then transfer to State Records Center. Retain in State Records Center for 3 years and then destroy.

**AGENCY:** Nephi (Utah)

**SERIES:** 84605

3

**TITLE:** Minor case dispositions report

**DATES:** 1970-

**ARRANGEMENT:** alphanumerical by case number and incident reports

**DESCRIPTION:**

This is an itemized report of police calls which did not require any further follow-up. This record includes the location, date, time, type of incident, persons involved, disposition, remarks, officer's name, and number, and case number.

**RETENTION AND DISPOSITION AUTHORIZATION:**

These records are in Archives' permanent custody.

**APPROVED:** 08/1985

**FORMAT MANAGEMENT:**

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Paper: Retain in Office for 3 years and then transfer to State Records Center. Retain in State Records Center for 3 years and then destroy.

**AGENCY:** Nephi (Utah)

**SERIES:** 84606

3

**TITLE:** Officer's daily logs

**DATES:** 1978-

**ARRANGEMENT:** chronological

**DESCRIPTION:**

This is a report of the daily activity of individual police officers. This record includes officer's name, date, shift, complaint number, time received, time of arrival, time completed, type call, address, and notes/disposition.

**RETENTION AND DISPOSITION AUTHORIZATION:**

These records are in Archives' permanent custody.

**APPROVED:** 08/1985

**FORMAT MANAGEMENT:**

The retention and disposition information on this schedule applies to the record copy which can be in any format. The record copy can include different formats. Format management information provided here is for the purpose of managing records that are being either stored by or transferred to Utah State Archives.

Paper: Retain in Office for 2 years and then destroy.

**AGENCY:** Nephi (Utah)

**SERIES:** 84607

3

**TITLE:** Officer's patrol car mileage logs

**DATES:** 1984-

**ARRANGEMENT:** chronological

**DESCRIPTION:**

This is a daily account of the mileage and up keep of individual patrol cars. This record includes vehicle number, mileage, record of up keep of vehicle, and signature of officer.

**RETENTION AND DISPOSITION AUTHORIZATION:**

These records are in Archives' permanent custody.

**APPROVED:** 08/1985

**FORMAT MANAGEMENT:**

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Paper: Retain in Office for 2 years and then destroy.

**AGENCY:** Nephi (Utah)

**SERIES:** 13106

3

**TITLE:** Ordinances

**DATES:** undated

**ARRANGEMENT:** none

**DESCRIPTION:**

These books contain the legislative action of city council to regulate, require, prohibit, govern, control, or supervise any activity, business, conduct, or condition authorized by UCA 10-3-701 to 715 (1997). An ordinance includes a number, a title, preamble, an ordaining clause, the body or subject of ordinance, when applicable, penalty of violation, effective date, signature of mayor or acting mayor, and municipal seal.

**RETENTION:**

Retain but maybe transferred to the Archives.

**DISPOSITION:**

Retain in agency custody.

**RETENTION AND DISPOSITION AUTHORIZATION:**

Retention and disposition for this series is authorized by Archives general schedule MUN 18, Item 19.

**AUTHORIZED:** //

**FORMAT MANAGEMENT:**

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Paper: Retain in Office permanently.

**APPRAISAL:**

Administrative Historical Legal

Ordinances have legal value because they are municipal laws. They have historical value because ongoing ordinances document changes to the law over time.

**AGENCY:** Nephi (Utah)

**SERIES:** 13106

**TITLE:** Ordinances

(continued)

**PRIMARY CLASSIFICATION:**

Public